

Custodial, Labor and Trades Branch  
Labor and Trades Supervision Group  
Street Maintenance Series

**STREET OPERATIONS ASSISTANT**

9/03 (AM)

**General Purpose**

Under general supervision, monitor and participate in street maintenance and repair activities.

**Typical Duties**

Perform skilled and lead work on medium and heavy equipment. Involves: Safely operate any type of motorized equipment that excavates, loads or moves dirt, gravel or other material to maintain or construct streets and other public properties. Inspect, clean and perform routine equipment preventive maintenance to ensure suitable operating condition. Provide technical guidance as leader of a small crew of employees.

Respond to requests for service and emergencies to investigate situations, as assigned. Involves: Travel to and visually examine site and structures to determine extent of required remedial action, report circumstances to superiors, and notify available qualified personnel and organizations, following established procedures. Perform emergency road service in conjunction with other departments and agencies. Ensure proper placement of barricades and warning signs.

Perform miscellaneous related duties contributing to the realization of department objectives as assigned. Involves: Substitute for own supervisor, co-workers or subordinates during temporary absences as qualified by carrying out specified duties to maintain continuity of normal operations, if delegated. Assist supervisor in training and orientation of less knowledgeable employees by explaining and demonstrating work performed.

**Knowledge, Abilities, and Skills**

- Considerable knowledge of heavy construction equipment operation and servicing methods.
- Considerable knowledge of traffic laws, ordinances and regulations related to equipment operation.
- Good knowledge of occupational hazards and safe working practices and procedures.
- Ability to operate various types of motorized equipment.
- Ability to understand and quickly and accurately follow oral and written instructions.
- Ability to make decisions in normal and emergency situations according to rules, regulations and policies.
- Ability to lead a crew performing unskilled and semi-skilled tasks.
- Ability to establish and maintain effective working relationships with coworkers, officials and the public.
- Ability to perceive auditory signals such as various tones and beeps.
- Ability to follow graphic instructions such as blueprints, layouts, schematic drawings or other visual aids.

**Other Job Characteristics**

- Occasional heavy manual labor such as moving objects weighing up to fifty (50) pounds.
- Frequent exposure to adverse weather conditions.

**Minimum Qualifications**

Education and Experience: Equivalent to completion of tenth grade, plus three (3) years of operating heavy equipment, including one (1) year in a supervisory capacity.

Licenses and Certificates: Texas Class "A" Commercial Driver's License.

**Special Requirements:**

- Subject to on-call during non-working hours and mandatory recall.
- Positions assigned duties which require a Commercial Drivers' License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Human Resources Director

Department Head